

**MWI 4200.1**

**REVISION B**

**EFFECTIVE DATE: October 28, 2004**

**EXPIRATION DATE: October 28, 2009**

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# **MARSHALL WORK INSTRUCTION**

**AD01**

## **EQUIPMENT CONTROL**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/00	This directive is a rewrite of MM 4000.1, Chapter 6.
Revision	A	4/18/01	This revision updates the mobile equipment property pass process, the survey reports process, and makes other administrative changes.
Revision	B	10/28/2004	Removed portion of sentence in paragraph 2. Applicability. Para 5.1.5 raised controlled equipment threshold to \$5,000. Para 5.1.15 added Property Management Assistant. Para 5.2.20, added Property Management Assistant (PMA). Para 6.1.11, removed requirement for making copies. Para 6.2.3, added bullet to read "Equipment that no longer requires a NASA Equipment Management System (NEMS) tag." Para 6.5.4.3, added Service Request System (SRS). Para 6.7.1 removed laundry and clothing from requirement. Changed "NPG" to "NPR" throughout the document. Draft 2 changes: Revisions made throughout the document. Also, revisions made in response to HQ Rules Review Action (CAITS: 04-DA01-0387).

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## 1. PURPOSE

This Marshall Work Instruction (MWI) provides instructions pertaining to the implementation of equipment accountability and control at Marshall Space Flight Center (MSFC).

## 2. APPLICABILITY

The provisions of this MWI shall be applicable to all personnel who utilize Installation-provided property and/or are engaged in equipment accountability within MSFC, including onsite and near-site civil service and contractor personnel when contractually specified. Onsite or near-site accountable contractors shall have separate procedures governing the control of Government property as specified in their contract and shall be required to comply with provisions of the Federal Acquisition Regulation (FAR 45.5).

## 3. APPLICABLE DOCUMENTS

- 3.1 FAR 45.5, "Federal Acquisition Regulation"
- 3.2 NPR 1441.1, "NASA Records Retention Schedules"
- 3.3 NPR 4200.1, "NASA Equipment Management Manual"
- 3.4 NPR 4200.2, "Equipment Management Manual for Property Custodians"
- 3.5 NPD 4200.1, "Equipment Management"
- 3.6 MPR 8730.5, "Control of Inspection, Measuring, and Test Equipment"
- 3.7 MWI 4300.1, "Disposal Turn-Ins/Reutilization Screening"
- 3.8 MWI 4500.1, "Supply Management: Storage and Issue"

## 4. REFERENCES

None

## 5. DEFINITIONS

### 5.1 Definitions:

5.1.1 Accountable Organization. Organization responsible and user of NASA Equipment Management System (NEMS) equipment.

5.1.2 Borrows. Term used to differentiate internal loans between users at the same Center or between Centers from external loans within NEMS operations.

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5.1.3 Cannibalization. The removal of serviceable parts, components, or assemblies from an item of equipment to be used as replacement parts in other equipment or to fabricate another item.

5.1.4 Capital Equipment. An item of equipment with an acquisition cost of \$100,000 or more that has an estimated service life of 2 years or more, will not be consumed in an experiment, and most generally will be identified as an independently operable item.

5.1.5 Controlled Equipment. All equipment with an acquisition cost of \$5,000 or more, has an estimated service life of 2 years or more, will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost of more than \$500 that are designated and identified as sensitive by the Center. Weapons and items deemed as hazardous are controlled regardless of acquisition cost.

5.1.6 Equipment Control. The maintenance of records or documents of equipment transactions that provide information such as item identification number, description, and current physical location.

5.1.7 Equipment Control Number. The identification number assigned and affixed to each item of equipment for control purposes by a tag or decal number.

5.1.8 Found on Station. A term used to describe found Government property that meets the control criteria, but has erroneously not been entered into the Center's equipment records.

5.1.9 Inventory Contractor. Contractor responsible for performing physical inventory at MSFC.

5.1.10 Leased Equipment. Equipment that has been conveyed by or to MSFC by contract for a certain time period in consideration of payment of a rental fee.

5.1.11 Loaned Equipment. Equipment in temporary use by other than the accountable organization.

5.1.12 Organizational Property Manager (OPM). An individual organizationally responsible for providing property oversight to organizational users on all property related issues. This individual may be delegated signature approval authority by the department/office manager. This is not applicable to survey reports per paragraph 6.15.2.

5.1.13 Personal Property. Property of any kind, including equipment, materials, and supplies, but excluding real property.

5.1.14 Property Support Assistant (PSA). An individual who administratively supports OPMs and equipment users.

5.1.15 Property Management Assistant (PMA). A civil service employee who provides guidance/direction regarding property management policy and regulations. They are available to assist the assigned directorate/office and OPM with resolving property issues and training.

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5.1.16 Real Property. Land, buildings, structures, utility systems, and improvements and appurtenances thereto. Permanently annexed to land. Real property also includes installed collateral equipment.

5.1.17 Real Property Officer. Responsible for the Center's real property (buildings and land).

5.1.18 Sensitive Item. An item of equipment that, due to its pilferable nature or the possibility of it being a hazard, requires a stringent degree of control. A sensitive item can be capital or noncapital equipment. Generally, sensitive items are controlled at an acquisition cost of \$500 or more. (See Appendix A – Sensitive Items List.)

5.1.19 Survey Report. A report of administrative action taken to investigate and review lost, damaged, destroyed, or believed stolen Government property and to assemble pertinent facts and determine the extent of such loss, damage, destruction, or theft.

5.1.20 User. Individual physically signed for a piece of equipment.

## 5.2 Acronyms:

5.2.1 4-HELP. Marshall Services.

5.2.2 ADP. Automated Data Processing.

5.2.3 CD. Compact Disc.

5.2.4 CFO. Chief Financial Officer.

5.2.5 CIO. Chief Information Officer.

5.2.6 DCN. Document Control Number.

5.2.7 ECN. Equipment Control Number.

5.2.8 FSC. Federal Supply Classification Code.

5.2.9 GFE. Government Furnished Equipment.

5.2.10 IAW. In Accordance With.

5.2.11 IG. Inspector General.

5.2.12 IPO. Industrial Property Officer.

5.2.13 LSC. Logistics Services Contractor.

5.2.14 NEMS. NASA Equipment Management System.

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5.2.15 NSMS. NASA Supply Management System.

5.2.16 ODIN. Outsourcing Desktop Initiative for NASA.

5.2.17 OPM. Organizational Property Manager.

5.2.18 PMG. Property Management Group.

5.2.19 PSA. Property Support Assistant.

5.2.20 PMA. Property Management Assistant.

5.2.20 ROI. Report of Incident.

5.2.21 SEMO. Supply and Equipment Management Officer.

## 6. INSTRUCTIONS

Throughout this MWI whenever the actionee is “department/office manager” the OPM may perform the action for the department/office manager, unless specifically prohibited (i.e., Section 6.15, Survey Reports).

### Actionee

### Action

#### 6.1

#### Receipt of Equipment

LSC

6.1.1

Shall review undamaged property and documentation to determine if equipment meets controlled criteria.

6.1.2

If item meets controlled criteria, NEMS tag (ECN) shall be affixed and the equipment control register shall be updated (with all data in NPR 4200.1, paragraph 3.2.4).

6.1.3

If item is determined to be noncontrolled equipment, NASA Form 1517 (NASA ownership “silver bullet”) shall be affixed.

6.1.4

Shall obtain user identification, information, and acceptance of item. If user identification/information and acceptance is not obtainable, the property shall be assigned to the appropriate OPM in NEMS “user” field. When NEMS “user” field value is defaulted to the OPM, the PSA shall follow through with the OPM

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to identify the actual NEMS “user” and update field as required.

6.1.5 Shall verify and record on face of the acquisition documentation the manufacturer, model number, serial number, year manufactured, FSC, item name, ECN, and cost. Shall establish NEMS record.

6.1.6 A copy of the source document shall be made available to CFO and to the Procurement Office initiating resources. One copy of entire package shall be placed in receiving master file.

6.1.7 Shall prepare the equipment for distribution and delivery and shall deliver the equipment.

6.1.8 Shall attain delivery signature on delivery documentation.

6.1.9 Shall records ECN assignment in the ECN register for controlled equipment. Includes date assigned, item name, DCN, and remarks, if applicable.

6.1.10 Shall perform a quality check on all documentation, and shall submit all pertinent information/documentation for CD processing.

## **6.2 Annual Walk-Through of Equipment**

PMG 6.2.1 Shall determine schedule and issue letter to department or office managers to inform them of walk-through requirements and completion date.

LSC 6.2.2 Shall provide a listing from NEMS of applicable controlled equipment to the SEMO (see 6.2.1.) PSA shall contact the OPM to schedule time for walk-through.

Department/  
Office Manager/  
PSA 6.2.3 Shall conduct walk-through inspection. (Recommended participants in addition to the department or office manager and PSA, includes the OPM and appropriate group and/or team leads.) As a minimum, the walk-through shall be used to identify:

- Inactive/underutilized equipment.

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- Equipment no longer required.
- Equipment which is not being maintained.
- That equipment is properly categorized and calibrated in accordance with MPR 8730.5.
- Any controlled equipment that is not tagged.
- Equipment that no longer requires a NEMS tag.

6.2.3.1 The department or office manager shall also use this opportunity to review material issues to include condition and status of bench stock in accordance with MWI 4500.1.

PSA 6.2.4 Shall document the results of the walk-through and provide to SEMO with copy to department or office manager within 10 days of completion of the walk-through.

Department/  
Office Manager 6.2.5 Shall submit official walk-through response (including corrective actions) to SEMO.

PSA 6.2.6 Shall follow up with department/office manager to ensure all actions identified as a result of the walk-through are accomplished, and shall report completion to SEMO.

PMG 6.2.7 Shall submit annual report to the Center Director describing the previous calendar year's walk-through results in accordance with NPD 4200.1.

### **6.3 Temporary Movement of Equipment**

User 6.3.1 MSFC Form 38, Hand Receipts (materials), shall be used to facilitate record keeping of equipment that is temporarily moved. Hand receipts are used as documented proof that accountability has been transferred. Hand receipt usage is required whenever property is loaned for short durations to another employee, sent out for repair, sent out for calibration, etc. Contact your PSA for assistance. If temporarily assigned equipment becomes lost or missing, MSFC's Property Survey Board shall review transfer documentation before determining negligence.

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6.3.1.1 Equipment may be moved or loaned within MSFC for less than a 30-day period. Users signed for the equipment have assumed responsibility for stewardship of said equipment and shall have documented proof of equipment movement.

6.3.1.2 Equipment may be moved or loaned within MSFC for greater than 30 days. Users who have signed for the equipment have assumed responsibility for stewardship of said equipment, and in addition to having documented proof of equipment movement, shall report any changes of status, location, or user to the PSA in order to update the equipment status in NEMS.

#### **6.4 Transfer of Equipment**

User

6.4.1 Shall establish requirement for borrow or transfer action and identify equipment involved.

6.4.2 Shall determine the applicable borrow/transfer process destination, point of contact, length of time (borrow only), and obtain approval for specific equipment (flight sensitive, program critical hardware, etc.).

6.4.2.1 Shall initiate shipping request for all borrow-out or transfer-out actions.

6.4.2.2 Shall notify PSA when borrowed-in or transferred-in equipment is delivered directly to user without going through MSFC Central Receiving Facility.

LSC

6.4.3 Shall process items brought through central receiving, utilizing shipping documents from transferring activity.

6.4.3.1 Borrow-in/Transfer-in actions: DCN shall be assigned, NEMS shall be updated, items shall be delivered to user, receipt signature shall be obtained, Form 1602 shall be signed, and NEMS database shall be updated.

6.4.3.2 Borrow-out/Transfer-out:

- Shall forward shipping document to transportation if transportation is required.
- Shall retain shipping document if transportation is not required.

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6.4.3.3 Shall update NEMS and establish suspense record for borrows only.

6.4.3.4 Shall provide copy of documentation on transfer in/out to CFO if value of item is \$100,000 or more.

6.4.3.5 Shall monitor NEMS central transfer file and suspense file on a monthly basis and take appropriate action as required.

## **6.5 Cannibalization/Modification/Fabrication of Equipment**

User 6.5.1 Shall determine requirement for cannibalization/modification/fabrication (a fabricated item must become stable in configuration before being considered controlled equipment). Shall initiate NASA Form 1617. Shall obtain department or office manager approval and coordinate with PSA for finalization of the document.

LSC 6.5.2 Shall process NASA Form 1617 and assign DCN. Shall perform final review and submit to SEMO.

PMG 6.5.3 SEMO shall review and approve/disapprove NASA Form 1617 and return form to LSC.

LSC 6.5.4 Shall notify user of approval/disapproval of request.

6.5.4.1 Shall complete processing of documents.

6.5.4.2 Cannibalization: Shall remove NEMS tag, affix NASA Form 1517 and MSFC Label 43. Shall update NEMS and initiate turn-in action for any residual components if applicable by utilizing the Service Request System (Inside Marshall Web site).

6.5.4.3 Modification: Shall apply or remove NEMS tags as appropriate and update NEMS.

6.5.4.4 Shall forward copy of completed documentation to CFO if over \$100,000.

## **6.6 Custodial Storage**

User 6.6.1 Shall notify PSA of custodial storage requirements.

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LSC	6.6.2	Shall validate space availability, transportation and storage requirements; shall inform user.
	6.6.2.1	Shall prepare custodial storage document and forward to department manager for review and approval.
Department/ Office Manager	6.6.3	Shall verify justification, approve, sign, and return document to the PSA.
LSC	6.6.4	Shall receive approved documentation from department/office manager and arrange for pickup and delivery.
	6.6.4.1	Shall store and forward location to NEMS control on approved documentation.
	6.6.4.2	Shall update NEMS database.
	6.6.4.3	Shall take action annually to revalidate the retention, return property to user, or process for disposition. Shall update NEMS database accordingly. Prior to the anniversary date of storage, NEMS produces advance notification of pending storage expiration in order for LSC to coordinate with user on extension or turn-in.
	<b>6.7</b>	<b>Employee Clearance through PMG</b>
Civil Service or Badged Contractor Employee	6.7.1	Shall coordinate through Human Resources for preparation of Employee Clearance forms, MSFC Forms 383 or 383-1. Individual shall clear through PMG and MSFC Protective Services Department.
		<b>Note: All property matters should be identified and resolved at least 1 week prior to clearing the Center.</b>
		This requirement includes all personal property including equipment and passports.
	6.7.1.1	Shall ensure assigned property has been reassigned to new user. Shall coordinate reassignment of property to a new user with OPM of owning organization.
PMG	6.7.2	Shall query NEMS to determine if employee has assigned Government controlled equipment. If employee is assigned as user of controlled equipment, shall ensure that a new user signs equipment listing to

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transfer user accountability. Shall update the NEMS User Table.

	6.7.2.1	Shall collect civil service employee's Government passport and turn it over to Traffic Management.
PMG	6.7.2.2	Shall update NEMS to delete cleared individual's account.
	<b>6.8</b>	<b>Equipment Found On Station</b>
User/ LSC	6.8.1	Shall identify equipment that may meet criteria for control and notify OPM and PSA.
LSC	6.8.2	Shall investigate incident to determine circumstances of receipt:
	6.8.2.1	If equipment is determined not to be controlled, shall affix NASA Form 1517.
	6.8.2.2	If equipment is determined not to be Government property, shall notify owner of the findings and identification requirements.
	6.8.2.3	If equipment is determined to be controlled and acquisition documentation is not found, NEMS tag shall be affixed and NASA Forms 1618 and 1602 shall be prepared and processed. If original acquisition documentation is found, the item shall be tagged as if it were a new receipt.
	6.8.2.4	Shall update NEMS database and forward copy of documentation to CFO if valued at or above \$100,000.
	<b>6.9</b>	<b>Installed Property</b>
User	6.9.1	Shall arrange for NEMS tagged, controlled property to be installed in the facility as real property. Shall notify PSA.
LSC	6.9.2	Shall verify and document installation and submit NASA Form 1602 to Real Property Officer for action.
Real Property Officer	6.9.3	Shall approve/disapprove and return document to LSC.

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LSC	6.9.4	Shall detag and update NEMS database for approved reclassification. If Real Property Officer disapproves, LSC shall advise user of decision.
Real Property Officer	6.9.5	Shall notify LSC of equipment being separated from real property.
LSC	6.9.6	Shall review circumstances and process either NASA Form 1617 or NASA Form 1618.
<b>6.10 Leased/Loaned-In Equipment</b>		
User	6.10.1	<u>Leased Equipment</u> . Shall initiate the proper paperwork in accordance with Procurement Office requirements and submit to the Procurement Office.
	6.10.1.1	<u>Loaned-In Equipment</u> . Shall notify PSA of equipment to be loaned and to include timeline, location, organization requesting loan, and point of contact. Shall submit loan-in request to loan coordinator. Shall initiate source documentation for loan to be received at MSFC.
LSC	6.10.2	Shall process documentation into NEMS and apply loaned/leased tag. Shall deliver equipment and monitor suspense records.
<b>6.11 Loaned-Out Equipment</b>		
User	6.11.1	Shall notify PSA of equipment to be loaned out to include timeline, location, organization requesting loan, and point of contact. Shall submit formal loan request to loan coordinator.
LSC	6.11.2	Shall prepare 2 copies of loan agreement and submit to appropriate officials for concurrence. Loanee shall sign and return both copies to PMG for final SEMO approval.
PMG	6.11.3	Shall ensure the correct level of authorization provided as stated below in accordance with NPD 4200.1 and NPR 4200.2.
	6.11.3.1	NASA equipment may be made available to profit-making organizations <u>only</u> for purposes authorized by the Space Act and specified in the loan agreement.

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Loans of equipment under this requirement shall be authorized and approved by the Center Director or designee and shall comply with paragraphs 3.4.5.1 and 3.4.5.2 of NPR 4200.1.

6.11.3.2 If the loan is to be executed with any foreign Government or organization, the Office of External Relations at NASA Headquarters shall approve in accordance with NPR 4200.1, paragraph 3.4.4.6.

6.11.3.3 All other conditions shall be approved by the SEMO only.

LSC 6.11.3.4 Shall forward one copy of executed agreement to loanee and keep the master file. Shall notify user of loan approval.

User 6.11.4 Shall initiate MSFC Form 57 for shipment.

LSC 6.11.4.1 Shall arrange for shipping of equipment, update NEMS database, and establish suspense record for extension or return of the equipment. Shall monitor suspense records regularly.

## **6.12 Personally/Corporate-Owned Equipment**

Property Owner 6.12.1 Shall bring non-Government property through Receiving, Building 4471 for processing or notify PSA for assistance.

Property Owner/LSC 6.12.2 Shall apply a MSFC Label 40 to properly identify item as personal or corporate-owned property or notate personal or corporate-owned property on the back of MSFC Form 4373, Mobile Equipment Property Pass, as described in 6.13.4.1.

## **6.13 Mobile Equipment Property Pass/Loan**

User 6.13.1 Shall identify the property being moved and the duration of the movement. Shall inform the PSA if the movement will exceed 30 days.

User/LSC 6.13.1.1 Shall complete the appropriate movement request documentation (section 6.13.2, 6.13.3, or 6.13.4):

6.13.2 Employee Loan Agreement,

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MSFC Form 4241

6.13.3 Property Pass,  
NASA Form 892

6.13.4 Mobile Equipment Property  
Pass, MSFC Form 4373

	6.13.2	“Employee Loan Agreement,” MSFC Form 4241” for loans more than 30 days. MSFC Form 4241-1 shall be used to list additional loan items. Shall complete the MSFC Form 4241 and forward to the department/office manager for approval.
Department/ Office Manager	6.13.2.1	Shall sign and return form to LSC.
LSC	6.13.2.2	Shall obtain concurrence from the Office of the CIO for non-mobile Government-owned ADP equipment and forward to PMG.
PMG	6.13.2.3	SEMO shall approve/disapprove completed form and return to LSC.
LSC	6.13.2.4	Shall update NEMS database and distribute copies of approved documentation to the Protective Services Department, user supervisor, and user.
	6.13.2.5	Shall establish suspense file to monitor and follow up on expiring loans.
	6.13.2.6	Shall extend or close loan in NEMS database.
User	6.13.3	Shall complete the NASA Form 892, “Property Pass” (for loan out normally not to exceed 30 days) and forward to the OPM.
OPM	6.13.3.1	Shall approve or obtain approval and forward the NASA Form 892 to the PSA.
PSA	6.13.3.2	Shall sign the NASA Form 892 in the custodian block. Shall provide original to the Protective Services Department, a copy to the user, a copy to the OPM, and file a copy.
	6.13.3.3	Shall establish suspense file to monitor and follow up on expiring loans.

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	6.13.3.4	Shall extend or close loan.
User	6.13.4	Shall utilize “Mobile Equipment Property Pass,” MSFC Form 4373 - for mobile equipment both on and off Center. Equipment includes cell phones, Government pagers, palm pilots, laptop computers, etc.
User	6.13.4.1	Shall complete an e-mail request that includes the following information and forward it to the appropriate OPM and PSA:  First Name, Middle Initial, Last Name Building and Room Number Organization Code Phone Number Item Description (for each item): Item name Item manufacturer ECN/serial number/model number or if a pager, the pager phone number OPM Name  Personal Items (for back of pass): These would be any personally owned items that might be confused with Government-owned items in a cursory security check. Item descriptions should be completed as above. Inclusion of these items is optional at the discretion of the user. (Per Section 6.12, MSFC Form 40 should be affixed to any personally owned property.)
PSA	6.13.4.2	Shall prepare mobile equipment property pass and sign as “Authorizing Agent.”
	6.13.4.3	Shall forward the signed MSFC Form 4373, “Mobile Equipment Property Pass,” to the user.
	<b>6.14</b>	<b>Replacement of NEMS Tags on Equipment</b>
User	6.14.1	Shall contact PSA upon discovery of missing tag or that equipment meets controlled criteria but has no tag.
LSC	6.14.2	Shall verify and validate serial and model numbers in NEMS. If located in NEMS, shall retag equipment. NOTE: Previously used tags are not reinstated, new

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equipment tags are assigned. If not found in NEMS, procedure for “Found on Station” shall be followed (see 6.9).

## 6.15 Survey Reports

User	6.15.1	Shall report the discovery of missing property to Protective Services Department within 3 days of the discovery, or;
	6.15.1.1	Shall contact Protective Services Department immediately if theft is suspected or if missing equipment meets Capital Equipment threshold (\$100,000).
	6.15.1.2	Shall initiate Survey Report, NASA Form 598, part 1, and submit to department manager.
		<ul style="list-style-type: none"> <li>Reasons for initiating Survey Report include: <ul style="list-style-type: none"> <li>Inventory shortages.</li> <li>Individual discovery.</li> <li>Property support assistant discovery.</li> <li>Protective services discovery.</li> <li>Discovery of loss.</li> <li>Damage to equipment.</li> <li>Equipment destroyed.</li> <li>Item believed stolen.</li> </ul> </li> </ul>
Department/ Office Manager (Not delegatable)	6.15.2	Shall provide recommendation for corrective action to prevent recurrence and sign the survey report within 30 days of discovery or notification of missing equipment. (Shall complete Part II of NASA Form 598 and submit to LSC.)
LSC	6.15.3	Shall assign DCN and validate that all required signatures and supporting documentation are included. Shall ensure that an ROI is included with supporting documentation if required by the Protective Services Department. Shall assign a survey report number and update the NEMS database. Shall complete Sections I and II of “Survey Board Considerations for Determining Government Property Accountability” guidelines (see attachment A) and include it as a part of the Report of Survey. Shall submit original Report of Survey to PMG.

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PMG/SEMO	6.15.4	PMG shall review the Report of Survey and submit to the Survey Board or Survey Officer. Shall forward letter to department/office manager of survey report results, recommendations, actions to be taken, and time allotted to implement.
Department/ Office Manager ( <b>not delegatable</b> )	6.15.5	Shall perform actions as necessary, taking into account the recommendations provided on the survey report, and provide disposition results to the SEMO.
PMG	6.15.6	Shall close survey and forward original to LSC for final distribution.
LSC	6.15.7	Shall submit copies to Protective Services Department and IG and file original.
	<b>6.16</b>	<b>Equipment Inventory</b>
LSC	6.16.1	Shall develop the inventory schedule and submit to PMG for approval.
	6.16.1.1	Shall ensure that a Centerwide notification is sent announcing the beginning of the inventory. NOTE: Notifications can be published electronically and shall be approved in advance by PMG.
	6.16.1.2	Shall publish the date that scanning will begin.
	6.16.2	Shall perform the inventory.
	6.16.2.1	Shall scan equipment in accordance with the inventory schedule.
User	6.16.2.2	Shall ensure that LSC has access to all equipment in user's area, including rooms and cabinets that are normally locked.
PSA	6.16.2.3	Shall assist users and inventory personnel in locating equipment being inventoried.
OPM	6.16.2.4	Shall act as single point of contact for the organization responsible for the equipment being inventoried. Shall coordinate with the appropriate PSA to ensure access to the equipment by the inventory personnel and help resolve coordination issues during the inventory.

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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LSC	6.16.2.5	Shall process the scans.
LSC/ PMG/User	6.16.2.6	Shall resolve discrepancies, overages and underages, with the user and update NEMS database as appropriate.
LSC/ PMG	6.16.2.7	Shall close the inventory when all discrepancies have been resolved.

## 7. NOTES

None

## 8. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 9. RECORDS

9.1 The report sent annually to the Center Director from the SEMO describing the previous calendar year's Walk-Through Program shall be kept in accordance with NPR 4100.1, AFS4310. This is currently an unscheduled record. Destroy after 2 years or when superceded.

9.2 The records resulting from the following actions shall be electronically recorded on a CD (direct imaging). The CD shall be kept by LSC in Building 4471 in accordance with NPR 4100.1, 4100/4.

- Delivery documentation
- Transfer in/out documentation
- NASA Form 1617, Request for Cannibalization/Modification of Controlled Equipment
- Custodial storage documentation
- Equipment found on station documentation
- Installed property documentation
- Leased/loaned equipment documentation
- Employee loan agreements
- Equipment inventory transactions

9.3 Report of Survey Files shall be kept by LSC in Building 4471 for 2 years after date of survey action, per NPR 4100.1, 4020/2

9.4 Equipment Control Register shall be kept for the life of the installation, per NPR 4100.1,4100/4.

9.5 Receiving master file shall be kept for current year plus 2 years after completion.

9.6 NASA Form 892, Property Pass, shall be kept by the PSA and destroyed 3 months after expiration or revocation, per NPR 1441.1, 4210/8.

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9.7 MSFC Form 4373, Mobile Property Pass, shall be kept by the PSA and destroyed 3 months after expiration or revocation, per NPR 1441.1, 4210/8.

## 10. PERSONNEL TRAINING AND CERTIFICATION

None

## 11. FLOW DIAGRAM

None

## 12. CANCELLATION

MWI 4200.1A dated April 18, 2001

Original signed by  
Robin N. Henderson for

David A. King  
Director

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## Attachment A

### Survey Board Considerations for Determining Government Property Accountability

Date of Discovery \_\_\_\_\_  
 Report of Incident No. \_\_\_\_\_  
 Survey Report No. \_\_\_\_\_  
 Date of Survey Report \_\_\_\_\_  
 Discovered during Inventory Yes \_\_\_ No \_\_\_

#### **SECTION I – Property Support Assistants (PSA) Investigation (completed by PSA):**

Did the user receive the property accountability training? Yes \_\_\_ No \_\_\_

Is a signature from the user on record for the equipment? Yes \_\_\_ No \_\_\_

Has the user had any previous equipment losses? Yes \_\_\_ No \_\_\_

If yes, list lost equipment and date(s). \_\_\_\_\_  
 \_\_\_\_\_

For how many pieces of equipment is the user accountable? \_\_\_\_\_

For users with a large amount of equipment, did they have an accountability process in place?

Yes \_\_\_ No \_\_\_ Describe process: \_\_\_\_\_  
 \_\_\_\_\_

Did user notify Protective Services in a timely manner (immediately if theft is suspected)? Yes \_\_\_ No \_\_\_

#### **SECTION II – PSA Package Review (completed by PSA):**

Report of Incident Yes \_\_\_ No \_\_\_

Survey Report

I – Basic Data Yes \_\_\_ No \_\_\_

II – Review Data Yes \_\_\_ No \_\_\_

III – Equipment Management Yes \_\_\_ No \_\_\_

PSA Quality Assurance: \_\_\_\_\_

Name/Date

#### **SECTION III – Survey Package Review (completed by the Survey Board Reviewer):**

Briefing Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Verbal warning Yes \_\_\_ No \_\_\_

Letter of instruction Yes \_\_\_ No \_\_\_

Written reprimand Yes \_\_\_ No \_\_\_

Hold employee financially accountable Yes \_\_\_ No \_\_\_

Relieve employee of responsibility and accountability when warranted Yes \_\_\_ No \_\_\_

**Board Member:** \_\_\_\_\_

Name/Date

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## APPENDIX A

### MSFC SENSITIVE ITEMS LIST

#### **A.1 Items that are sensitive regardless of acquisition value:**

Weapons, all forms -- air, spring, powder, or other propulsion system.

#### **A.2 Items that are sensitive with an acquisition value of \$500 or above:**

A.2.1 Automated Data Processing Equipment (ADPE), which includes the following:

- a. drives, disk
- b. monitors
- c. printers
- d. terminals
- e. computers, all micro, including laptops and other portables, except mainframe and mini systems

A.2.2 Cameras, all

A.2.3 Environmentally hazardous devices

A.2.4 Players, videocassette

A.2.5 Radios, receivers, and transceivers

A.2.6 Recorders, video

A.2.7 Televisions

#### **A.3 Other sensitive items:**

Other items that have a high loss rate as reflected by a Center's Reports of Survey or items so determined by the Center SEMO.